

**JANUARY SETTLEMENT \_\_\_\_\_ TAX ROLL**  
**GENERAL PROPERTY TAXES ONLY (REAL AND PERSONAL)**

TAX DISTRICT:

COUNTY:

COMUN CODE:

<b>PART I</b>	TAXES LEVIED	PERCENT	PROP. SHARE
A. 1. STATE TAXES			
B. 1. PORTION OF STATE SPECIAL CHARGES UPON COUNTY			
2. PORTION OF COUNTY TAX LEVIED OVER ENTIRE TAX DISTRICT			
3. SPECIAL PURPOSE - HANDICAPPED SCHOOLS			
4. <b>TOTAL COUNTY TAXES / Sum of B1 - B3)</b>			
C. SPECIAL DISTRICT CODES & NAMES			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
D. 1. OTHER SPECIAL PURPOSE DISTRICT TAXES			
2. TOTAL TAX INCREMENT (except county environmental remediation tax increment)			
3. COUNTY ENVIRONMENTAL TAX INCREMENT			
4. OTHER STATE SPECIAL CHARGES			
5. COUNTY SPECIAL CHARGES			
6. ALL OTHER TOWN, VILLAGE, OR CITY TAXES			
7. SURPLUS FUNDS APPLIED TO TAX ROLL			
G.5 OVERRUN - UNDERRUN			
8. <b>TOTAL TAX DISTRICT TAXES (Sum of D1-D7)</b>			
E. SCHOOL DISTRICT CODES & NAMES			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
F. TECHNICAL COLLEGE DISTRICT CODES & NAMES			
1.			
2.			
3.			
G. 1. <b>TOTAL GENERAL PROPERTY TAXES (Real and Personal)</b>			

COLUMN 1

COLUMN 2

COLUMN 3

COLUMN 4

\* G-1 Col 4 must agree with line 5 in part II

**PART II**

Total collections on hand 12-31 (Real and Personal)	_____	(1)	
Less: Collections of special charges	_____	(2)	
Less: Collections of special assessments	_____	(3)	
Less: Collections of special taxes	_____	(4)	
Less: Collections of general property taxes (Line 1 minus Lines 2, 3, 4)	_____	(5)*	
Percentage (Line 5 divided by Line 6)	_____		
Total general property taxes (Line G-1 from Part I)	_____	(6) =	(7)
Total January payment to county (A.1 + B.4 + D.3 + D.4 + D.5)	_____		

**SEND A COPY OF THIS FORM TO THE COUNTY TREASURER**

## Instructions - January Settlement

### Must be Completed by January 15

1. Complete column 2, Taxes Levied, of Part I using your current Statement of Taxes as a guide.
  2. Calculate the percentage of general property taxes collected in Part II. If you segregate tax collections on a tax 'blotter' or post them to the paper copy of the tax roll, use that information to calculate the percentage. Otherwise, follow the steps below.
    - a. Enter the total collections on hand as of 12-31 for all purposes on line 1. Do not include omitted property or s.70.43 corrections in this total.
    - b. Enter the collections of special charges (include delinquent utility charges) on line 2.
    - c. Enter the collections of special assessments on line 3.
    - d. Enter the collections of special taxes (PFC, MFL, and occupational taxes) on line 4.
    - e. Subtract lines 2, 3, and 4 from line 1. Enter the result on line 5.
    - f. Enter the amount of Total General Property Taxes from line G-1. Column 2 of Part 1 above on line 6.
    - g. Divide line 5 by line 6. Enter the result on line 7. (This is your percentage of collections.) Carry out to at least 7 places to right of decimal point.
  3. Calculate the proportionate share of general property taxes for each of your taxing jurisdictions. To do this, simply:
    - a. Enter your percentage in Column 3 of Part I.
    - b. Multiply the amounts in Column 2 by your percentage in Column 3. Enter your results in Column 4. Each amount is the proportionate share of general property taxes for the taxing jurisdiction.
- Pay this amount to taxing jurisdictions by January 15.**
4. Distribute the collections of special assessments, special charges and drainage taxes under Chapter 88, if they are collected for a taxing jurisdiction other than your tax district (town, village, city).
  5. You must pay a proportionate share of the 'other state special charges' and 'county special charges' shown in Section D of your Statement of Taxes to the County. These amounts are paid from your tax district's proportionate share of general property taxes (see NOTE).
- NOTE FOR STATE AND COUNTY SPECIAL CHARGES:**
- If you have 'Other State Special Charges,' (Line D.4) and/or 'County Special Charges' (Line D.5), you must pay the proportionate share of these amounts to the county **in addition to** the proportionate share of the state and county tax levy. Therefore, your payment to the county will be the amount you calculate for state taxes on line A.1, column 4 **plus** the proportionate share of 'Other State Special Charges' on line D.4, column 5 **plus** County taxes line B.4, column 4 **plus** the proportionate share of 'County Special Charges' on line D.5, column 4 **plus** County Environmental Tax Increment on line D.3, column 4.
- If you need assistance completing this form or have questions about the January Settlement, call the Department of Revenue, Bureau of Local Government Services at (608) 266-8618 or (608) 266-0204.
- KEEP THIS FORM FOR YOUR RECORDS AND SEND A COPY TO THE COUNTY TREASURER.**